

**Neighborhood Advisory Board
Grant Program
Funding Request 2008**

Twenty thousand(\$20,000.00) is included in the 2007-2008 budget to be used by neighborhood groups for neighborhood improvement projects that enhance their neighborhoods and for which there is no other funding. The Mayor's Neighborhood Advisory Board (NAB) has the responsibility to oversee the grant process and recommend to the Mayor projects benefiting neighborhoods and the amounts to be granted.

TIMETABLE

Community Meeting 7:00 p.m. Foster Comm. Ctr.	Thursday, November 15, 2007
Applications Available	Friday, November 16, 2007
Grant Workshop 6:00 pm Foster Comm. Center	Monday, November 26, 2007
Applications for Preview due to Lansing Neighborhood Council Office	Monday, January 14, 2008
Preview Session	Thursday, January 17, 2008
Preview Feedback	Thursday, January 24, 2008
Deadline for Applications to be Submitted	Friday, February 1, 2008
Announcement of Grants & Funds Available	Thursday, April 10, 2008
Funds Expended. Project Completed & Summary Submitted to NAB	Friday, October 10, 2008

INSTRUCTIONS:

For the purpose of the grant program a neighborhood group shall be any organization of residents who live within a defined geographical area within the City of Lansing that has a membership committed to the general welfare of the neighborhood and that operates according to democratic principles. This includes neighborhood watch groups, Friends of Parks groups, and parent-teacher associations.

This definition may include other groups as long as they work through a neighborhood group in the same ward. If a group is not attached to a neighborhood organization, the NAB will help find them a partner. Contact your Neighborhood Advisory Board Ward representative. **See page D**

Fill out the application completely and return it to the **Neighborhood Advisory Board, c/o Lansing Neighborhood Council, 500 West Lenawee Room 123, Lansing, Michigan 48933, no later than 5:00 p.m. on Friday, February 1, 2008. LATE APPLICATIONS WILL NOT BE ACCEPTED.** The applications must be signed by duly elected officers of the organization(s). **Turn in an original plus three copies of the application.** See page E

Please attach one copy of your bylaws, one set of minutes from the past year and a list of current officers. If you want your grant application previewed you need to provide 12 copies of the grant. To submit your grant application **but not** have it previewed you only need to provide 3 copies for review.

If more than one project is being proposed, please complete a separate funding request for each proposed project. The NAB Board will accept up to two (2) grant requests (maximum amount \$650.00 each) and one (1) stipend request (maximum amount \$100) per organization. If applying for more than one (1) grant we are asking that you prioritize each grant request.

It is the responsibility of the project applicant to secure any and all permits or approvals as required by the City and attach them to the application. A check will not be issued without proper permits or approvals.

An organization or group will not be eligible for future grants unless they complete a project summary report for previous grants they have received. **See page F.**

The application may be computer generated provided that page numbers are the same as this form. Applications may be printed off of the City's website under the Mayor's Office at www.cityoflansingmi.com, or the Lansing Neighborhood Council's website at www.lansingneighborhoods.com

You must answer all the questions and provide all the information requested in order to have a valid application. **See the checklist on page E** to make sure you have a completed application. Please attach the checklist to the front of your grant application.

The Neighborhood Advisory Board wishes to encourage new projects that are creative and innovative. It is the Neighborhood Advisory Board's preference that an identical project not be funded for more than three years. We also encourage groups to explore other funding sources.

Donated or volunteer labor and materials as well as in-kind contributions from the applicant organization are expected, especially in large grant requests.

The Lansing Neighborhood Council will assist groups that need help writing their application or are interested in a FREE Grant Writing Workshop. For assistance or to attend the workshop please call (517) 372-6290.

Typically a grant recipient must have a bank account in order to receive funds from the City. However, if your organization does not have a bank account, make arrangements with another neighborhood organization or with a citywide organization, such as the Lansing Neighborhood Council, to handle your funds. The City cannot give a check to an individual on behalf of a neighborhood organization. If your organization does not have its own checking or savings account, indicate how you will have the funds received from the city. **See page 1, Section II, numbers 2 & 3 of the Grant Application.**

Monies must be picked up by Monday, June 10, 2008 or the grant monies will be forfeited.

Funds must be expended and project report filed by Friday, October 10, 2008 or a written extension request must be submitted **before** the due date prior to spending the funds. **See page F**

Applications may be picked up beginning Friday, November 16, 2007 at the information desk in the lobby of City Hall and the Lansing Neighborhood Council office. It will also be available at www.cityoflansingmi.com under Mayor's Office and at www.lansingneighborhoods.com.

Please review the guidelines. The Board wants neighborhood organizations to be successful in their applications, so if you have any questions while you are writing the grant, please do not hesitate to contact one of the Board Members listed on Page D of this packet.

Many grants are turned down because of not following the instructions. Please take care to read the instructions carefully and follow them. If you are not sure about something please call a Board Member.

The Neighborhood Grant program is going into its fourteenth year. Based upon the experience of previous years, the Mayor's Advisory Board, after consultation with the Mayor, set forth the following guidelines for applicants. Please read carefully.

Guidelines

1. One of the purposes of the grants is to support neighborhood organizations in developing themselves to achieve neighborhood goals. Therefore more weight will be given to grant applications that involve active neighborhood participation in the proposed project.
2. The Mayor and the Board wish to encourage partnerships between the community, family, youth, and schools. Therefore applications that benefit families, youth, and aging adults will be given more consideration.
3. Board is committed to projects:
 - Which provide permanent neighborhood improvements done by neighborhood people
 - That attract people to Lansing
 - That build the ability for neighborhood associations to do their work(newsletters, meeting announcement signs., etc.)
 - That build active partnerships among the group within the neighborhood
4. To simplify the application process, the Board will only require three bids or written estimates for a single item that costs more than \$250. You will need only one bid or written estimate for an item costing less than \$250. We will request receipts and a list for all items purchased when you turn in your report at the conclusion of your project.

Preview Process:

The Board wishes to assist grant applicants as much as possible to receive a grant. Therefore, the Board offers applicants the opportunity to submit a draft application by 5:00 p.m. on Monday, January 14, 2008 for review and comment by the Board. **Please submit 12 copies of only the draft application(s)** to Lansing Neighborhood Council, 500 W. Lenawee #123, Lansing, MI 48933 so that they can be reviewed by the Board at its January 17th meeting. **Do not submit bylaws with your draft application.** The Board will return draft applications with comments by Thursday, January 24, 2008. Unless told otherwise by the Lansing Neighborhood Council, you must resubmit your corrected application by the deadline.

NEIGHBORHOOD ADVISORY BOARD MEMBERS
Call between 10:00 a.m. and 9:00 p.m.

WARD 1

Dorothy Carr (517) 484-9726

WARD 2

Susan Curtis (517) 887-1628

Mary-j Watersraat (517) 394-5737

Rick Kibbey (517) 485-1154

WARD 3

June Kenfield (517) 882-2983

WARD 4

Jonas Chenault (517) 484-0171

Monica Zuchowski (517) 484-6175

Staff To Board

Cheryl Risner (517) 372-6290

Joe McDonald (517) 702-4754

Name of Organization _____

**Neighborhood Advisory Board
Grant Program
Checklist for Grant Applicant**

Before you submit your application, please check to make sure you include the following:

- _____ 1. One copy of your group's bylaws or an explanation of your group's organization.
- _____ 2. A complete list of the names and titles of your group's officers with address and phone numbers.
- _____ 3. The application must be signed by an officer of your organization and/or an officer of all participating organizations.
- _____ 4. A completely filled out application.
- _____ 5. Copies of permits or letter of agreement required for this project.
- _____ 6. Itemized material cost. You will need **one** bid or written estimates for a proposal or item costing less than \$250 and **three** bids or written estimates for a proposal or items costing more than \$250.
- _____ 7. Three copies of all your application materials and supporting documents.
- _____ 8. If this is a preview draft application-**submit 12 copies of the application** (See page C "Preview Process")
- _____ 9. If submitting more than one application, please prioritize.

All of these materials are required to assist the Neighborhood Advisory Board evaluate your proposal. If you have any questions, please contact one of the Board members for assistance.

PLEASE ATTACH THIS CHECKLIST TO YOUR GRANT APPLICATION

FINAL REPORT

DUE BY FRIDAY, OCTOBER 10, 2008

FINAL PROJECT SUMMARY REPORT NEIGHBORHOOD ADVISORY BOARD GRANT PROGRAM

Organization Name_____

Amount of Grant \$_____ Amount Expended \$_____

DESCRIBE THE ACTIVITY OR THE PROJECT:

WHEN AND WHERE WAS THE PROJECT CONDUCTED?

NUMBER OF PARTICIPANTS:

DESCRIBE ANY MEASURABLE OUTCOMES OF THE ACTIVITIES OR PROJECT:

HOW HAS YOUR ORGANIZATION GROWN OR BENEFITED FROM THIS PROJECT?

ATTACH:

All original receipts for all purchases of equipment and/or all services received.

Copies of permits necessary for the project (if applicable).

Photographs of the project or activity if possible and relevant.

Signature_____ Date_____

Note: it is the fiduciary responsibility of the grant recipient to complete this report. An organization or group will not be eligible for future grants unless they complete a project summary report. **The Board must approve any changes in grant expenditures prior to spending the funds.**

Neighborhood Advisory Board Grant Application Page 1 of 2

1. Name of Organization _____ 2. Ward # _____
3. Amount of grant request from calculations (page 2): \$ _____ Priority(circle one) 1 or 2
4. Contact information of persons
- | (Submitting the Request) | (Administering the Project) |
|---|---|
| Name/Title _____ | Name/Title _____ |
| Address _____ | Address _____ |
| Ph. # between 8am-5pm and after 5pm _____ | Ph. # between 8am-5pm and after 5pm _____ |
| E-mail Address: _____ | E-mail Address: _____ |

I. PROJECT INFORMATION

1. Proposed Projects:

- In a sentence or two, describe your project and its purpose.
- What specific benefit will your community or neighborhood gain by this project?
- Is this a joint project with another organization? Yes__ No__ If yes, which?

If this is a joint project, the application must be co-signed by an officer of each organization.

2. Project Location:

- State the address or location in the neighborhood.
- Who owns this property? Is there a letter of agreement allowing this use? (Attach)
- If your project results in a permanent structure, who will assume ownership and maintain it?
- If your project involves purchasing equipment, who will assume ownership, who will maintain it, and who will house it?
- Is this project currently in existence, in process, or successfully completed anywhere in your area? Yes__ No__ If so, how does this project complement the existing project?

II. DESCRIPTION OF YOUR ORGANIZATION

- List the street boundaries of your organization.
- Does your organization have a checking or savings account? Yes__ No__ Will grant funds be put in this account? Yes__ No__ If no, describe proposed plan for the deposit of your grant funds.
- Information required for checking process:
 - Name of Organization check should be made payable to:
 - Federal ID number (if applicable)
 - Address:
 - Phone Number:
 - Contact Person:
 - Note: Check must be payable to an organization; not to an individual. Money must not be deposited in a personal account.

DESCRIPTION OF PAST ACTIVITIES Page 2 of 2

1. List briefly your organization's accomplishments in the past two years.
2. Which activities were most effective?
3. How have your organization's activities improved the neighborhood?
4. If you have received other Neighborhood Advisory Board grants, which of these grants had the biggest impact on your neighborhood or organization and why?
5. List the grants you have received from the Neighborhood Advisory Board within the last five years.

NOTE: YOU MUST ANSWER ALL THE QUESTIONS AND PROVIDE ALL REQUIRED DOCUMENTATION IN ORDER TO HAVE A VALID APPLICATION. Attach extra sheets if necessary.

I certify that the information provided on this application is correct

Print or Type name/title

Print or Type name/title

Signature

Co-Signature (if applicable)

Date

Date

PROJECT BUDGET (AS APPLICABLE)

Section 1- Non-Donated Labor & Material Costs:

A. Labor Cost Purchased (Non-Donated)

Total Purchased Labor Amount \$

B. Material Costs Purchased (Non-Donated)

Briefly Describe the Needed Material

Total Purchased Material Amount \$

TOTAL AMOUNT OF YOUR GRANT REQUEST: \$

(Transfer this amount to Page 1 of 2, Item 3)

(A+B)

Section 2 Donated Labor and Material:(work done as part of a paid job is not considered donated labor)

A. Organization Donating Labor

Organization	# of People	# of Hours of labor	Value of labor
		X \$10.00 per hour	
		X \$10.00 per hour	

TOTAL (A) \$

B. Material Costs or Cash Donated (from your organization or other groups):

Briefly Describe Donated Materials

Value of Donated Materials

TOTAL (B) \$

TOTAL AMOUNT OF DONATIONS \$ **(A+B)**

What other funding have you applied for?

**\$100.00 Stipend Request Form
for
Neighborhood Event or Project**

Name of Organization _____

Ward# _____

Responsible

Person _____

(Please Print)

Address _____

Daytime

Phone _____

Proposed

Event(s) _____

Date of Proposed

Event(s) _____

Place _____ **Time** _____

Expected Benefit to

Neighborhood _____

Please make check payable to:

Note: Check must be payable to an organization; not to an individual. Money must not be deposited in a personal account.

YOU MUST SUBMIT RECEIPTS FOR GOODS PURCHASED WITH THIS STIPEND TO THE LANSING NEIGHBORHOOD COUNCIL OFFICE ONE WEEK AFTER YOUR EVENT OR AFTER YOU HAVE EXPENDED THE FULL STIPEND.